

BUSINESS TRAVEL

HR-0126

Effective Date: 11/26/97

Originator (Subject Expert): _____
R. D. Reynolds _____ Date _____

Checker Concurrence: _____
I. W. Johnson _____ Date _____

Approved By: _____
P. E. Mohr, Human Resources FAM _____ Date _____

FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

Fluor Daniel Fernald
P. O. Box 538704
Cincinnati, Ohio 45253-8704

Title: BUSINESS TRAVEL <i>Compliance with this procedure is mandatory while performing the activities within its scope. Only a controlled copy may be used in the performance of work.</i>	DOCUMENT NO: HR-0126	
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ISSUE AND REVISION SUMMARY

Revision	Date	Description of Issue or Revision
0	04-22-94	New policy being issued regarding business travel.
1	08-22-94	The policy has been revised to show that personal calls are limited to a total of \$12.00 per week and that local travel to the FERMCO satellite offices and to the FEMP will be reimbursed at a lower mileage rate than other normal travel.
2	08-11-95	<p>The policy has been revised to reflect the following changes:</p> <ol style="list-style-type: none"> 1. To show it is the responsibility of the Level II Manager to ensure all employees in their organization comply with this policy and its related procedures. 2. To add the form Attachment E, Business Travel Worksheet. 3. To encourage employees to use government vehicles, when practicable. 4. To end the practice of reimbursement for expenses connected to delayed return or early arrival conditions associated with discount airfares.
3	11-08-95	The policy has been revised to show the insurance coverage for FERMCO employees when renting an automobile for business travel.
4	11-26-97	Revision requested by Irv Johnson in Work Request No. 419 to reflect the change in the name of the company, the reorganization in October of 1996 and to reformat according to MS-1001.

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1.0 PURPOSE

The purpose of this procedure is to reimburse individuals for expenses of traveling on company business.

2.0 SCOPE

This procedure applies to exempt salaried employees of Fluor Daniel Fernald (FDF), Teaming Partners, and subcontractors.

3.0 REFERENCES

- 3.1 RM-0022, FEMP Records Management Program Records Management User Manual
- 3.2 Federal Travel Regulations, General Services Administration (GSA)
- 3.3 Joint Travel Regulations, Vol. 2, Department of Defense (DOD) Civilian Personnel, Appendix A, Department of Defense
- 3.4 Standardized Regulations (Government Civilians, Foreign Area), Section 925, "Maximum Travel *Per Diem* Allowances for Foreign Areas," Department of State August 1, 1997
- 3.5 Bulletin FEMP A-40, General Services Administration (GSA)
- 3.6 FM-0007, Fluor Daniel Fernald Disbursement Signature Authorization Procedure
- 3.7 Federal Travel Directory

4.0 RESPONSIBILITIES

- 4.1 Traveler - Submits the forms to request travel and to be reimbursed, learns the applicable *per diem* for the areas where traveling.
- 4.2 Supervisor/Manager - Reviews the forms, and, if approves, submits them for approval and signature.
- 4.3 Level I Manager - Reviews and, if approves, signs forms authorizing travel and reimbursement.
- 4.4 General Accounting - Reviews forms and issues checks.

5.0 GENERAL

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- 5.1 Travelers should receive *per diem* allowance for meals and incidental expenses incurred while traveling on FDF business.
- 5.2 For lodging, travelers may receive reimbursement for actual expenses up to the standard *per diem* if supported by paid receipts.
- 5.3 Travelers may be reimbursed for transportation and other expenses that are reasonable and allowable.
- 5.4 Travelers are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of business travel may not be reimbursed.
- 5.5 The Meal and Incidental Expenses (M&IE) portion of *per diem*, as defined by federal regulation, do not require receipts for reimbursement. The maximum *per diem* in effect at the time of travel is established by one of the following:
 - C Federal Travel Regulations, as published by the General Services Administration, for travel in the contiguous 48 United States.
 - C Joint Travel Regulations, as published by the Department of Defense, for travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and territories and possessions of the United States.
 - C Standardized Regulations, "Maximum Travel Per Diem Allowances for Foreign Areas," as published by the Department of State for travel in areas not covered above.
- 5.6 *Per diem* may not be allowed within the limits of a work location, or at, or within the vicinity of the place of abode from which the traveler commutes daily to the work location. No *per diem* is allowed in instances involving local travel that is solely within a day and within a 50-mile radius of the traveler's official work location.
- 5.7 Partial day *per diem* is allowed when the period of official travel is 10 hours or more and the travel is outside a 50-mile radius of the traveler's official work location.

NOTE: The partial day rate is the Meals & Incidental Expenses (M&IE) rate listed in Column b of GSA Bulletin FEMP A-40.
- 5.8 For a one-day trip, a traveler is allowed a full *per diem*.
- 5.9 For a multi-day trip, a traveler is allowed a full *per diem* for all travel days except the first and last day.

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- 5.10 For the first and last day of a multi-day trip, reimbursement is limited to partial day *per diem* (plus lodging expense on the first day of the trip).
- 5.11 Receipts are required for all lodging costs, for miscellaneous expenses over \$25, and for the following:
- C All rental and personal car expenses, regardless of cost, including parking and tolls
 - C Commercial transportation, regardless of cost
 - C Personal calls, up to a total of \$12.00 per week
- Any exceptions must be justified by a written explanation.
- 5.12 Travelers are encouraged to use government vehicles to the maximum extent practicable for local business travel in lieu of their personal automobiles.
- 5.13 Travelers holding a Corporate American Express card should not be provided travel advances intended to pay hotel and car rental charges. In such cases, the travel advance should be restricted to expected meal and sundry expenses.
- 5.14 Premiums and gratuities offered as a result of official FDF travel must not be accepted. Cash rebates or certificates that represent a cash rebate earned as a result of FDF travel must be turned into the Controller and used to offset future cost.

6.0 PREREQUISITES

- 6.1 None.

7.0 PROCEDURE

7.1 OBTAINING APPROVAL TO ATTEND A SEMINAR REQUIRING PRIOR PAYMENT

Traveler

1. Complete FS-F-0244-1, Request for Check, shown in Attachment A.
2. Submit FS-F-0244-1 and the seminar registration form to your supervisor/manager.

Supervisor/Manager

3. Review the request and, if approved, submit the forms for approval and signature by the Cost Account Manager (CAM).

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Cost Account Manager (CAM)

4. Review the request and, if approved, submit the forms for approval and signature by a Level I Manager.

Level I Manager

5. Review and, if approved, sign, and send the forms to General Accounting.

NOTE: If the CAM and Level I Manager are the same person, the same signature appears in both places.

General Accounting

6. Check the forms for completeness and accuracy in accordance with this procedure.
7. If a form needs to change, return it to the person who can correct the deficiency.
8. When the forms are completed, issue and mail a check for the amount specified, usually no more than 30 days prior to the date of the seminar.

7.2 REQUESTING APPROVAL FOR TRAVEL BEFOREHAND

Traveler

1. Complete and submit to your supervisor/manager FS-F-0590, Request for Travel Accommodations, shown in Attachment B.
2. If circumstances require incurring a lodging expense in excess of the established lodging portion of the *per diem*, complete and submit directly to a Level I Manager FS-F-4206, Business Travel Worksheet, shown in Attachment C.

NOTE: Any expense that exceeds the authorized *per diem* rate may be the responsibility of the traveler.

Level I Manager

3. Review and approve or disapprove the request.
4. You may approve up to 150% of the lodging portion of the *per diem* as an exception to this policy by approving and signing FS-F-4206, Business Travel Worksheet, in advance of travel.

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5. Return FS-F-4206 to the traveler to be attached, if approved, to the FS-F-2890, Employee Expense Report, that the traveler will complete after the trip.

Traveler

6. If you do not hold a Corporate American Express card, you may use your own credit card or request a travel advance with FS-F-0590, Request for Travel Accommodations/Travel Approval, in Attachment B.
7. Pick up a Standard Letter of Identification, shown in Attachment D, and travel advance, if any, from General Accounting on the date requested.

7.3 SUBMITTING THE EXPENSE REPORT AFTER TRAVEL

Traveler

1. Within 10 days of completing the trip, complete FS-F-2890, Employee Expense Report, shown in Attachment E.
2. If you received an advance and did not use it all, attach a check to repay the excess advance.
3. Forward FS-F-2890 to your supervisor/manager with the required original receipts, the approved FS-F-0590, Request for Travel Accommodations/Travel Approval form, shown in Attachment B, and, if appropriate, the approved FS-F-4206, Business Travel Worksheet, shown in Attachment C.

Supervisor/Manager

4. Review FS-F-2890, Employee Expense Report, and its attachments, and approve only those expenditures authorized by this procedure.
5. Forward FS-F-2890 to General Accounting.

General Accounting

6. Review FS-F-2890, and reimburse the traveler only for expenses authorized by this procedure.
7. If the cash advance exceeded the expenses of the trip, recover the excess funds from the traveler.
8. Upon repayment of the excess advance, issue FS-F-0218, Cash Receipt form, shown in Attachment F.

7.4 FIGURING PER DIEM

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General Accounting

1. Reimburse the traveler for travel costs and actual meal expenses up to the Meals and Incidental Expenses (M&IE) rate.
2. For the partial day rate use the Meals & Incidental Expenses (M&IE) rate listed in Column b of GSA Bulletin FEMP A-40.

Traveler

3. To obtain *per diem* rates, call the Travel Coordinator listed in the Fernald Site Telephone Directory or look in Site Information on the Windows Applications Menu.

General Accounting

4. For a one-day trip, allow a traveler a full *per diem*.
5. For a multi-day trip, allow a traveler a full *per diem* for all travel days except the first and last day.
6. For the first and last day of a multi-day trip, limit reimbursement to partial day *per diem* (plus lodging expense on the first day of the trip).
7. For partial travel days, prorate reimbursement by quarter days.

NOTE: Quarter days begin at midnight, 6:00 a.m., 12:00 p.m., and 6:00 p.m.

8. For example, if an traveler begins travel at 8:00 a.m. to a city with an M&IE allowance of \$34.00, reimburse the traveler \$25.50 in M&IE for that day, that is, 3/4 of \$34.00 for the three quarters of the day spent in travel status.

7.5 INSURING LOCAL TRAVEL

1. Before driving your vehicle on company business, contact your own insurance company, and request confirmation of coverage in writing.
2. If coverage is not available through your own insurance policy, drive a government-owned vehicle on company business, or change to one of the many insurance companies that cover this exposure at no charge.
3. If involved in an automobile accident, show proof of insurance from your own insurance company, and recover any damages from that company.

NOTE: Under no circumstance does FDF maintain insurance to cover physical damage that an traveler may sustain to his/her own vehicle while

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driving on company business. Injuries to the traveler may be covered by Worker's Compensation.

7.6 SUBMITTING LOCAL MILEAGE FOR REIMBURSEMENT

NOTE 1: If travelers choose to use their personal automobiles, they should be reimbursed for local travel mileage greater than the mileage to and from home to their assigned work location. Meals purchased in conjunction with local travel are not reimbursable, unless meals are included in the cost of a seminar, conference, etc.

NOTE 2: Local travel to the FDF satellite offices and to the FEMP should be reimbursed at a lower mileage rate than other travel.

Traveler

1. For the current local mileage rates, refer to the currently published schedule of FDF mileage rates on Site Information in the General Site Information section under Travel Per Diem.
2. Submit local travel mileage at least monthly.
3. Complete FS-F-2890, Employee Expense Report, shown in Attachment E.
4. Forward FS-F-2890 to your supervisor/manager.

Supervisor/Manager

5. Review FS-F-2890, and approve only those expenditures authorized by this procedure.
6. Forward FS-F-2890 to General Accounting.

General Accounting

7. Review FS-F-2890, and reimburse the traveler only for expenses authorized by this procedure.

7.7 RENTING AUTOMOBILES

Traveler

1. Whenever possible, rent automobiles through FDF's travel agent from rental companies designated by FDF.

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NOTE: The Federal Travel Directory lists rental car companies providing discounts to cost-reimbursable government contractors.

2. Before making reservations, review rates listed in the Federal Travel Directory to ensure the least-cost expenditure.

NOTE: FDF's travel service contractor can assist you.

3. Use your company sponsored credit card, cash advance, or personal credit card to pay for the automobile rental.
4. Do not elect insurance coverage through the rental car company.

NOTE: FDF and its employees are covered by insurance for both liability and physical damage for these vehicles. If the rented vehicle is damaged, FDF pays the \$500 deductible. If the employee was negligent, FDF seeks reimbursement for the \$500 from him/her.

5. If you select Personal Accident Insurance (PAI) and Personal Effects Protection (PEP) coverage, you must pay for them; you will not be reimbursed for them.
6. However, if you are renting a car outside of the United States and Canada, you must accept Personnel Injury Protection (PIP) coverage offered by the car rental company.
7. Rent one of the following depending on the circumstances:
 - a. For less than four travelers, rent mid-size models, as defined by the car rental companies.
 - b. For groups of four or more travelers, rent full-size models.
 - c. If business reasons dictate the use of a full-size car, state the client's name, organization, and business reasons on FS-F-2890, Employee Expense Report, when requesting reimbursement.

8. If you are involved in an accident while driving on company business with supervisor approval, refer injured parties to FDF's liability insurance, which may cover FDF's and your legal responsibility.

NOTE: This insurance policy covers only the damage and injuries suffered by persons other than the employee.

9. After the accident, notify local law enforcement authorities, the rental company, and your automobile insurance company.

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10. Before returning the rental car, refuel it because rental companies normally add a large service charge if the automobile is not refueled.
11. When returning the rental car, obtain reimbursement for gasoline, oil, tire repairs, etc., from the rental agent unless the rental agreement does not include such items.
12. To be reimbursed, attach a copy of the rental agreement and the credit card receipt to FS-F-2890, Employee Expense Report.

7.8 TRAVELING BY AIR

Travelers

1. Obtain airline tickets only through FDF's travel service.
2. Purchase your own ticket only in an emergency.
3. Purchase coach accommodations.
4. Travel at the lowest reasonable fare available that meets your business requirements.
5. Upgrade from coach to a higher class of airline tickets only when approved in accordance with the Authorized Signature List in FM-0007 and only when your business schedule requires immediate travel and only higher class accommodations are available.
6. Use U.S.-flag air carriers for travel and for shipment of personal effects.
 - a. If such service is not available on U.S.-flag carriers, you may user foreign-flag air transportation.
 - b. However, you should complete a Certification of Unavailability of U.S.-flag Air Carriers, and include it on all vouchers pertaining to such transportation.
7. Do not downgrade, that is, exchange airline tickets whereby you receive financial or personal gain.
8. Do not travel by specific airlines, routings, or class of service that increases travel costs in order to participate in a "frequent traveler" program of an airline.

NOTE: Discount fares are preferable; however, such fares usually require a 7, 14, or 30 day advance purchase and are nonrefundable.

9. Therefore, be reasonably certain that you will travel as planned.

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10. You need not prepare an amended Travel Authorization for any additional travel that wasn't included in your original itinerary, provided the Employee Expense Report prepared upon completion of the trip states the actual routing, has all supportive tickets attached, and is approved and signed by a Level I manager.

8.0 RECORDS

The following documents will be generated as records as a result of this procedure and will be managed according to RM-0022, FEMP Records Management Program Records Management User Manual:

- C FS-F-0244-1, Request for Check
- C FS-F-0590, Request for Travel Accommodations/Travel Approval
- C FS-F-4206, Business Travel Worksheet
- C Standard Letter of Identification
- C FS-F-2890, Employee Expense Report
- C FS-F-00218, Cash Receipt

9.0 DRIVERS

- 9.1 Federal Acquisition Regulation 31.205-46, Travel Cost

10.0 DEFINITIONS

- 10.1 Business Trips - Travel that consists of business visits, other than local travel, to one or more locations for the purpose of meeting with individuals for consultation, training, conferences, advice, or coordination of project operations, for less than 59 calendar days.
- 10.2 Incidental Expenses - Expenses related to subsistence, such as the following:
 - C Fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards or stewardesses, others on vessels, and hotel servants in foreign countries
 - C Laundry and cleaning or pressing of clothing
- 10.3 Level I Manager - Authorized individuals reporting to Level 0 Managers or with Level 1 authority

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- 10.4 Local Travel - Trips within a 50-mile radius of the Fernald Environmental Management Project (FEMP) Site or assigned work location.
- 10.5 Lodging - Temporary quarters at a hotel/motel.
- 10.6 Maximum Per Diem Allowance - A General Services Administration (GSA) daily allowance for expenses for meals, lodging, and incidental expenses. It is distinguished from transportation and other miscellaneous travel expenses.
- 10.7 Meals - Includes breakfast, lunch, and dinner for employee only, not charges for alcoholic beverages or entertainment.
- 10.8 Non-allowable Expenses - Charges that DOE does not recognize and does not reimburse, such as the following:
- C Entertainment (sporting events, plays, movies, social functions, etc.)
 - C Contributions
 - C Travel, meals, accommodations, and incidentals for spouse, friend(s) or others
 - C Meals, accommodations, rental car expenses, etc. connected to either a delayed return from or an early arrival at the destination to coincide with conditions associated with discount airfares.
 - C Flowers
 - C Alcoholic beverages
 - C Gifts
 - C Decorations
 - C Excess cost above coach fare for a higher class of travel
 - C Cost differential between suite and standard hotel room (except where necessity prevails)
 - C Baby/animal sitting
 - C Headset on airplane
 - C Movies in hotel
 - C Personal items

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C No-show hotel fees (except when beyond control of traveler)

- 10.9 Partial Day Per Diem** - The amount authorized for reimbursement when accommodations are not required. This normally applies to travel started and completed on the same day or the first or last day of travel on a multi-day trip.
- 10.10 Per Diem Rate** - Allowable rate per day for meals, incidental expenses, and lodging.
- 10.11 Transportation Expenses** - Fares for commercial bus, air, rail, or vessel steamship, and local transportation (transit system, taxi, rental cars, and other special conveyances, and mileage and other allowances for use of privately owned vehicles, including fees for parking, ferries, etc.).
- 10.12 Travel Expenses** - Charges for air and ground transportation, lodging, meals, tips, business-related communications, automobile parking, travelers' checks fees, laundry, dry cleaning, telegrams, or telephone calls necessary to reserve lodgings, and change itinerary.

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ATTACHMENT A - REQUEST FOR CHECK

**FERNALD ENVIRONMENTAL RESTORATION MANAGEMENT CORPORATION
REQUEST FOR CHECK FORM**

SUBJECT: REQUEST FOR CHECK	
TO: Accounts Payable	
* Please issue a check for:	(1) \$
Payable to:	(2)
Address: (STREET):	(3)
(CITY, STATE & ZIP CODE):	(4)
(5) Nature, Purpose and specific justification of funds:	
(6) DATE REQUIRED:	(7) CHARGE NUMBER:
(8)	
CAM APPROVAL	AUTHORIZED MANAGER
PRINTED NAME	PRINTED NAME
(9) Mail check with attached registration <input type="checkbox"/>	Registration to be charged to:
(10) Return check to:	(12) EMPLOYEE NAME:
(11) Department:	(13) SOCIAL SECURITY NUMBER:

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ATTACHMENT B - REQUEST FOR TRAVEL ACCOMMODATIONS
FLUOR DANIEL FERNALD
REQUEST FOR TRAVEL ACCOMMODATIONS/TRAVEL APPROVAL

SECTION I			
DATE SUBMITTED:		NAME OF TRAVELER:	
MAIL STOP:		DIVISION/DEPARTMENT:	
CONTACT PERSON:		TELEPHONE NUMBER:	
LENGTH OF STAY:		DEPARTURE DATE: <input type="checkbox"/> AM <input type="checkbox"/> PM	
DESTINATION:		RETURN DATE: <input type="checkbox"/> AM <input type="checkbox"/> PM	
PURPOSE OF TRIP:			

SECTION II	
LENGTH OF STAY: _____ *LODGING: \$ _____ TOTAL: \$ _____ MEALS & INCIDENTALS: \$ _____ TOTAL: \$ _____ <input type="checkbox"/> RENTAL CAR/RATE PER DAY \$ _____ NO. OF DAYS _____ TOTAL: \$ _____ <input type="checkbox"/> PERSONAL VEHICLE/EST. MILES _____ \$ _____ <small>(Cost @ .31¢ Per Mile)</small>	<input type="checkbox"/> ESTIMATED AIRFARE \$ _____ <input type="checkbox"/> AIRPORT PARKING/NO. OF DAYS _____ \$ _____ TOTAL EXPENSES: \$ _____ <small>(Estimated Airfare Included)</small> ADVANCE TOTAL ONLY: \$ _____ CHECK WILL BE CUT AS INDICATED <small>(Estimated Airfare Not Included)</small>

SECTION III	
DATE ADVANCE IS REQUIRED: _____	CASH ADVANCE RECEIVED BY: _____
AMOUNT RECEIVED: \$ _____	DATE: _____
THE CHARGE NUMBER TO WHICH TRAVEL IS CHARGED: _____	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
OTHER SIGNATURES: _____ <div style="display: flex; justify-content: space-between;"> Level II Managers Approval Date </div> <div style="display: flex; justify-content: space-between;"> CAM Approval Date </div> <div style="display: flex; justify-content: space-between;"> Signature Date </div>	

NOTE: If advance is required, turn original completed form to Travel Accounting, MS 3 and retain a copy in your file, to be attached to expense report when submitted.

NOTE: *If Per Diem is exceeded, approval must be obtained from Level II Manager before travel begins.

NO.	DISTRIBUTION OF COPIES
1	Original: Travel Accounting
2	Traveler
3	CAM
4	File

ATTACHMENT C - BUSINESS TRAVEL WORKSHEET

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FLUOR DANIEL FERNALD BUSINESS TRAVEL WORKSHEET

Employee Name: _____ Badge #: _____ Date: ____/____/____
(scheduled trip begin date)

WORKSHEET FOR REQUEST FOR PAYMENT OF OVER PER DIEM LODGING

IN ADVANCE OF TRAVEL

Cost of Lodging/Day (include taxes): (A) \$ _____

Allowed Per Diem for Lodging: (B) \$ _____ X 150% = © \$ _____

"A" above cannot exceed "C". However, any amount over "B" must include an approved justification for selecting lodging over per diem, i.e., only hotel in vicinity, using conference hotel to interface with other attendees, etc., and attach this worksheet to the expense report.

NOTE: This form must be submitted and approved by Level II Manager prior to start of trip.

JUSTIFICATION: _____

Approved for payment of actual lodging costs if "A" does not exceed "C" and request precedes travel date.

Level II Manager: _____ / ____/____
Signature Date

Printed Name

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ATTACHMENT D - STANDARD LETTER OF IDENTIFICATION

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ATTACHMENT E - EMPLOYEE EXPENSE REPORT

FLUOR DANIEL S
FERNALD

EMPLOYEE EXPENSE
REPORT

NAME (PRINT OR TYPE)

SOCIAL SECURITY #

BADGE #

DEPARTMENT/MS

PHONE #

COST ACCOUNT

PERIOD COVERED

through

SECTION C - ADVANCES

AMOUNT

SECTION D - DISBURSEMENTS

SEE BACK FOR DESCRIPTIONS

CHARGE NO.-OBJECT CLASS

AMOUNT

1. CASH ADVANCES

2. AIRLINE TICKET

3. REGISTRATION FEE

5. CAR RENTAL

6. BUSINESS MILEAGE

7. AIRFARE/RAIL

8. RELOCATION

9. REGISTRATION FEES

10. TEMPORARY ASSIGNMENT

11. OTHER EXPENSES

12. OTHER

13. LOCAL MILEAGE

14.

4. TOTAL ADVANCES

15. TOTAL DISBURSEMENTS (LINES 5-14)

16. DIFFERENCE (LINE 4 LESS LINE 15)

17. LESS CASH RETURNED (Check attached or copy of cash receipt)

SECTION A - TRAVEL

DATE (DD/MM/YY)

TRAVEL FROM AND TO AND AT (SHOW BUSINESS REASONS FOR EACH TRIP)

(1) AIR/RAIL

(2) LODGING

(3) MEALS (SEE BACK)

(4) CAR RENTALS

(5) TAXI/BUS LIMO

(6) USE OF PERSONAL CAR

(7) MILEAGE

(8) OTHER ALLOWABLE TRAVEL (TELEPHONE, PARKING, TOLLS, (EXPLAIN))

Total Section A - 60 lines and 543 Section D

SECTION B - (OTHER BUSINESS MEETINGS, REGISTRATION FEES, AND MISCELLANEOUS EXPENSES)

DATE

PLACE

DESCRIPTION

AMOUNT

NAMES AND RELATIONSHIPS OF GUESTS

TOTAL/ENTER REGISTRATION FEE ON LINE 9, SECTION D AND OTHER ON LINE 12, SECTION D)

I approve the disbursements hereby reported and certify that they were necessary and proper and are reported in accordance with prescribed Company requirements.

NAME OF AUTHORIZED APPROVER (PRINT OR TYPE):

NAME OF AUTHORIZED APPROVER (PRINT OR TYPE):

FS-F-2890-RV2 (10/22/97)

I certify that this report is a correct statement of my disbursements made on behalf of Fluor Daniel Fernald.

If automobile mileage in personal car is involved, I certify that I have not less than \$25,000, \$50,000 liability insurance effective when car is used for Company business.

(SIGNATURE OF EMPLOYEE)

DATE

Title: BUSINESS TRAVEL <i>Compliance with this procedure is mandatory while performing the activities within its scope. Only a controlled copy may be used in the performance of work.</i>	DOCUMENT NO: HR-0126	
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ATTACHMENT F - CASH RECEIPT

**FERMCO
INTERNAL CASH RECEIPT**

CR _____

RECEIVED FROM:	DATE:
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This will acknowledge receipt of _____ . This amount is payment of the following:

ACCOUNTING DISTRIBUTION - CREDIT TO:

ACCOUNTS RECEIVABLE		
ACCOUNT NUMBER	EXPLANATION	AMOUNT
		\$
		\$
		\$

NO.	DISTRIBUTION OF COPIES	
1	White	General Accounting (Record Copy)
2	Blue	Payor

CASHIER